

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **NETWORK SPECIALIST**

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Jurisdictional Class: **Competitive**  
Date Adopted: **June 5, 2000**  
Date Revised: **8/1/00 (Spec. Req.); 10/13/04**  
Jurisdictions: **County, Schools**  
Union Status: **CSEA (county)**  
Pay Grade: **17 (county)**

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**DISTINGUISHING FEATURES OF THE CLASS:** The Network Specialist is responsible for the day to day functioning and monitoring of the internal networks, as well as the intranet and internet network connections and the machines attached to those networks. The maintenance, performance and security of these networks are the prime focus of this position. The Network Specialist establishes and maintains user network configuration and system resource access. The Network Specialist works closely with, and provides guidance, support and training to Senior Computer Specialists and Computer Support Specialists. The Network Specialist also makes recommendations regarding changes in network design and system requirements. The Network Specialist has responsibility for the overseeing of information collection relating to equipment and software supported by the department or district as well as the responsibility for making recommendations concerning the equipment and support software needs of end users. An in-depth understanding of personal computers and operating systems is required; as well as a strong working knowledge of networks, network operating systems, internetworking and network security. This position is distinguished from that of Senior Computer support Specialist by having more experience, performing more complex work, coordinating with users, focusing on the overall network, working with less senior positions and having responsibility for security and organization. The position is distinguished from that of higher level programmers by the lack of responsibility for overall network design, the absence of systems analysis and programming requirements and lower minimum qualifications. Work is performed under the general supervision of a Program Director or Coordinator. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Provides troubleshooting to isolate, diagnose and resolve common problems at both the network and local levels;  
Monitors day to day performance of networks and makes or recommends changes as necessary;  
Monitors network security;  
Establishes, configures and monitors user access to network resources;  
Installs, upgrades and configures network printing, directory structures, rights, security and software on file servers;  
Monitors changes in hardware and software development, examines their impact, makes recommendations for upgrades and explains changes to users;  
Provides direction and guidance to support staff in line with established priorities;  
Identifies and provides training needed by support staff;  
Monitors and supervises the inventory of computer and network hardware and software;  
Analyses the needs of end users and makes recommendations for hardware and software upgrades and basic technical training needed;  
Analyzes and maintains an inventory of requests for service and problem resolutions; and  
Acts as a liaison between users and higher level technical staff and answers computer users' technical questions relating to network functions and operating systems.

Last Reviewed: n/a  
Last Updated: 10/13/04  
Reviewed By: n/a  
Last Reallocated: n/a

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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of computer hardware and software, network technology, and data communications; Understanding of network and computer security issues and the ability to implement preventive and corrective solutions to potential and actual problems; Ability to diagnose, analyze, prioritize and correct problems at both the network and local machine level; Ability to communicate effectively, both verbally and in writing with users as well as with technical staff; Ability to gather, organize, maintain and interpret information; Ability to handle multiple tasks simultaneously; and Initiative, dependability, tact, courtesy and sound judgment.

### **MINIMUM QUALIFICATIONS:**

- (A) Four (4) year degree in computer science, data processing, or related field; **OR**
- (B) Two (2) year degree or two year certificate of completion in computer science, data processing, or related field **AND** (2) two years experience in installing and maintaining computer systems and networks; **OR**
- (C) An equivalent combination of experience and training as outlined by the limits of (A) and (B).

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.